

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
Headquarters, United States Army Garrison, Fort Jackson
Fort Jackson, South Carolina 29207-5000

Fort Jackson Supplement 1
to AR 190-11

1 May 2005

Physical Security of Arms, Ammunition, and Explosives

Issue of further supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by this headquarters.

AR 190-11, 12 February, 1998, is supplemented as follows:

Page 3 Section II, Responsibilities, paragraph 1-10 (Commanders and Custodians of AA&E).
Add subparagraphs j, k, l, m, n, o, after subparagraph i.

j. The Provost Marshal will:

(1) Formulate and staff command policies and procedures relating to the safeguarding of weapons, ammunition, and explosives.

(2) Conduct scheduled and unscheduled inspections of all units and activities storing weapons, ammunition, and explosives.

(3) Ensure a physical security inspection is conducted whenever weapons, ammunition or explosives are lost or stolen to determine the adequacy of security measures in effect at the time of the loss/theft.

(4) Ensure proper guidance is provided to all personnel for the registration of privately owned weapons as required in this regulation.

k. The Directorate of Plans, Training, and Mobilization will:

(1) Provide tasking for the safeguard of arms and ammunition when requested by the Provost Marshal.

*This regulation supersedes FJ Supplement to AR 190-11, dated 1 February 2000.

(2) The Security Division, in coordination with 902d Military Intelligence Group (Resident Office), Fort Gordon, GA, will provide information, at the earliest practical time, which indicates a threat to any supported activity. These activities include ROTC Detachments, USAR and NG elements, and other military activities.

(3) Upon request, the Security Division will provide a current threat statement, which assesses the danger to movement of weapons, ammunition, or explosives in transit between units or other supported elements.

1. The Directorate of Logistics and Engineering will:

(1) Receive and store arms and ammunition as required.

(2) Establish accountability procedures and physical security standards for arms and ammunition in accordance with AR 190-11, AR 710-2, and DA Pam 710-2-1.

(3) Provide necessary vehicles upon request from the Emergency Operations Center to transfer the arms and ammunition from ROTC activities to Fort Jackson.

m. Victory Brigade will:

(1) Ensure that range cadre give a security briefing on all ranges to company cadre applicable to that specific range.

(2) Ensure range personnel responsible for receipt, issue, and turn-in of AA&E have completed a local records check and that keys are controlled IAW AR 190-11 and this regulation.

n. Unit Commanders will:

(1) Ensure personnel are briefed on the responsibilities for the security of weapons, ammunition, and explosives. All personnel, to include permanent party, are required to sign a roster stating they have been briefed and understand these responsibilities prior to being issued weapons, ammunition, or explosives. A unit roster may be utilized for this purpose by having personnel sign beside their names with the statement typed on or attached to the roster. The roster will reflect the date(s) of the briefing(s). Personnel must be briefed and the statement signed annually. The sample statement and instructions located at Appendix L will be utilized for this purpose. The responsibilities and procedures indicated in the Statement of Responsibility in no way negate the responsibilities of the commander for the security of weapons, ammunition and explosives. The Statement of Responsibility is a measure to supplement security of weapons, ammunition, and explosives at all levels within the command.

(2) Conduct appropriate inspections of personnel for munitions prior to leaving ranges and training areas.

(3) Conduct monthly physical security inspections of unit arms rooms. These inspections will:

(a) Ensure all personnel assigned or issued weapons, ammunition, or explosives have signed a Statement of Responsibility for security of weapons, ammunition or explosives.

(b) Ensure the key control custodian or alternate custodian fills out the DA Form 5513-R (Key Control Register) properly. Enlisted and/or civilian primary and alternate AA&E custodians will have a local records check completed and will be interviewed by the commander prior to assuming duties as key custodians.

(c) Ensure the conduct of required serial number inventories of weapons and inventories of ammunition and explosives (by a different person on consecutive months). The monthly serial number inventory of AA&E must be accomplished even if weapons are in the unit for only one day of the month. If the unit has no weapons for an entire month, the commander must complete and retain a Memorandum for Record explaining the circumstances.

(d) Ensure monthly stay-behind tests of the alarm system is accomplished and recorded on DA Form 4930-R (See example at page P-3). Units must retain the DA Form 4930-R for the previous 12 monthly tests.

(e) Ensure a written record of inspections is maintained at unit/activity level for 12 months. These inspections also apply to training units that are on cycle breaks.

(f) Ensure the Staff Duty Officer/Staff Duty NCO/Charge of Quarters conducts periodic checks of duty personnel or guards at arms storage rooms or other sites where weapons, ammunition, and explosives are stored. During non-duty hours, if the Intrusion Detection System (IDS) is operational and there are no guards posted, there should be at least two checks before and two checks after midnight of AA&E storage areas. A written record of these inspections will be maintained at the unit/activity level.

(g) Ensure written standing operating procedures (SOP) for the security of weapons, ammunition, and other sensitive items are adhered to by all members of their unit. The SOP will outline minimum security standards and procedures (see Appendix M) to be followed in safeguarding weapons, ammunition, and explosives and will be updated annually or any time there is a change in the mission/operation at directorate, brigade, battalion and unit levels. Ensure that the standardized SOP for Weapons Immersion Operation (see Appendix R) are included in this SOP.

(h) Ensure the Brigade S-2 and Battalion S-3 has the following publications on hand and available for inspection. Letter companies or equivalent level are not required to have hard copies of these directives on hand. However, they must have a working knowledge of them and know where they are located.

(1) AR 190-11 and current FJ Supplements.

(2) AR 190-13 with all current FJ Supplements (Basic AR 190-13 contained in current Physical Security Update).

(3) AR 710-2 and DA PAM 710-2-1

(4) FM 3-19-30

(5) FJ Reg 190-31

o. Ammunition Supply Point (ASP) Unit Bunker Control.

(1) Enlisted and civilian personnel at all levels who have access to bunkers at the ammunition supply point will have a completed local records check.

(2) Keys for the bunkers will be maintained as AA&E.

(3) Personnel having access will be listed on an access roster, which will be posted at the administrative office at the ASP.

Page 5, paragraph 2-4, Waivers and Exceptions. Add the following to subparagraph i:

Units/facilities will have, posted inside their arms rooms, a copy of each waiver or exception to this supplement or AR 190-11, which has been submitted and/or approved. These documents will be made available to inspectors upon request.

Page 6, paragraph 2-6, Inspections and Audits. Add subparagraph f.

f. WEAPONS MAINTENANCE

(1) A weapon requiring direct/general maintenance, including post cycle maintenance, will be sent to Production, Planning & Control Branch, Weapons Pool, with DA Form 2407 (Maintenance Request) properly completed. If the serial number listing is on a separate form from the DA Form 2407, it may be used as a cover sheet. During the turn-in, unit and Weapons Pool personnel will make a joint serial number inventory. After turn-in, the security of the weapon(s) becomes the responsibility of the Weapons Pool.

(2) At the beginning of the cycle, weapons will be issued to the unit only after the unit representative is positively identified and there is a valid DA Form 1687 (Delegation of Authority) on file. A joint serial number inventory will be conducted with Weapons Pool personnel. In the event the unit representative cannot be positively identified or does not have a valid signature card, the weapon(s) will not be released to the individual until the unit commander or executive officer personally verifies his/her identity.

Page 8, paragraph 2-11, Personnel. Add the following to subparagraph a:

A DA Form 7281-R (Command Oriented Arms, AA&E, Security and Screening and Evaluation Records) will be sent to Adjutant General, Medical Records, and Provost Marshals Office. The completion of the Local Record's Check is also applicable to commissioned officers.

Page 13, paragraph 3-6, Intrusion Detection Systems. Add subprograms (1), (2), and (3) after subparagraph a.

- (1) The unit commander will ensure that all personnel authorized access to the unit arms room storage facility are thoroughly knowledgeable in the areas of IDS operations and testing to include the monthly stay-behind test and use of the duress switch and duress code. The balance magnetic switch on the main access door will be tested each time the arms room is opened. This is accomplished by keeping the monitor on the telephone line to see if the system alarms. After the alarm occurs the system may be placed into access. If the door contact fails to alarm, the entire system must be tested. An operational arms room must have a working telephone in the immediate vicinity for communication with the monitor.
- (2) Response force procedures will be coordinated with the Installation Physical Security Officer to ensure proper identification of all individuals responding to the alarm. Response personnel are to be used only as observers to ascertain if there is, in fact, something out of the ordinary occurring at an alarmed facility. If something is observed that requires investigation, the military police will be contacted. The response personnel from the unit(s) will not be armed.
- (3) The J-SIIDS monitor will be manned 24 hours a day and personnel assigned monitor duties will not be assigned any other duty that will require the individual to leave the monitor position unattended. There will be a duress code established between the alarmed facility and the monitor point location. This duress code will be controlled by the Battalion and will be changed on a periodic basis (at least quarterly) or as needed. Appendix P contains monitor point instructions. Access to the monitor location will be controlled at all times.

Page 15, paragraph 3-8, Key and Lock Controls, add the following to Subparagraph b.

The maintenance key for high security locks will be listed on the alternate key register and maintained by the Unit Key Custodian. The key will be placed on the alternate key ring and stored at the higher headquarters with the alternate set of keys. The key will be inventoried semi-annually and the key custodian must ensure that as high security lock changes occur, the documentation on the maintenance key is also changed.

Page 16, paragraph 3-8, Key and Lock Controls. Add the following to subparagraph f.

The operational and backup set of keys will be recorded on a separate DA Form 5513-R and prepared in accordance with instructions found at Appendix O. During non-duty hours, the working set of keys will be secured at the next higher headquarters. The backup set of keys will be stored at the next higher headquarters and signed for on a hand receipt as container, contents unknown. The receipt and key register will be maintained together; in addition, the backup set of keys will be inventoried separately. A DA Form 5513-R will be maintained at the next higher headquarters and signed each time the working set of keys is turned in and/or picked up. This form may be destroyed upon being completely filled out. Arms room keys may be stored with the J-SIIDS key; administrative keys WILL NOT be stored with AA&E keys. Key Control Serial Number inventories will be retained for 2 years. The armorer will not be assigned duties as Key Custodian.

Page 16, paragraph 4-1, Protection of Arms. Add subparagraph c.

c. Issue Procedures.

(1) IET soldiers will not issue weapons. However, they may assist permanent party cadre (who have a completed local records check) in issuing weapons. The authorized cadre must, as a minimum, receive the DA Form 3749, compare its serial number to the weapon's serial number, and verify that the soldier being issued the weapon is a current member of the unit, and must physically hand the weapon to the recipient.

(2) The DA Form 3749 (Equipment Receipt) will be surrendered to the issuer/Armorer) when drawing a weapon (See DA Pam 710-2-1 for instructions on completing DA Form 3749; Note: The form requires the original signature of the issuing authority. The use of a stamp is not authorized.) The issuer will verify the identity of the individual receiving the weapon. When the weapon is issued, the DA Form 3749 will be put in the weapon's slot in the rack. Mutilated or unreadable equipment receipts will be reissued immediately. Under normal operating conditions, units will utilize the DA Form 3749 and/or FJ Form 5 (Unit Weapons and Ammunition Issue and Turn in Record). Instructions for the use of FJ Form 5 are located at Appendix N. Unit weapons will be issued on a one-weapon per person basis except when one person per weapon restricts mission accomplishment. Weapons being signed out in excess of 24 hours must be signed out by using the FJ Form 5. Appendix N-4 contains a recommended method for the issuance of weapons. Units with arms storage rooms will maintain a manning board within the arms room which reflects the current nomenclature, serial numbers, and rack numbers of all weapons and the name(s) of the person(s) to whom they are assigned. Weapons will not be issued by using any number except the assigned serial number.

(3) The unit armorer or the authorized person who has custody of the keys is directly responsible for issuing weapons and ammunition. This responsibility will not be delegated.

Page 17, paragraph 4-2, Storage and Supplemental Controls. Add to subparagraph f (1).

d. Major subordinate commands will immediately report to the Provost Marshal, Physical Security Section (duty hours phone 6019, non-duty hours, 7023), on any Intrusion Detection System (J-SIIDS or Commercial System) that malfunctions and any system that has been repaired. The unit must also call the 24 hour emergency work order desk at X-7684, and give brief description of the problem and receive and record service order number provided for record. The work order desk will provide the information to the DLE Alarm Technician for repairs during normal duty hours. Guards must be posted until repairs are made.

Page 21, paragraph 4-5, Privately Owned Weapons and Ammunition. Add subparagraphs c, d, e, f, g, h, and i.

c. A "firearm" means any device that is designed to or may be readily converted to expel a projectile by the action of an explosive. A privately owned firearm relates to any type of handgun with a barrel length of 12 inches or less and/or any type of long barrel rifle or shotgun. All security requirements pertaining to privately owned weapons are also applicable to authorized war trophies and antique firearms. In addition, air/pellet guns, BB guns and bows are subject to all of the provisions of this paragraph, except subparagraph e (1) below.

d. This supplement is applicable to all military and civilian personnel residing or working on the installation and to any individual who desires to introduce a privately owned weapon on the installation to include for recreational purposes.

e. Registration.

(1) It is prohibited for persons residing on the installation to fail to register privately owned firearms with their unit commander. All assigned/attached military personnel and appropriated/non-appropriated fund employees must complete a FJ Form 190-11-100, regardless if they own a privately owned weapon or not. Personnel arriving on Fort Jackson in a TDY status to attend school will be advised of the POW registration, storage, and transportation requirements. Such personnel should be advised prior to their arrival, not to bring weapon(s) with them. To complete this acknowledgement, the unit/activity may use a memorandum or a cover letter attached to a student roster where all students may print their name, rank, and sign with a payroll signature their understanding of the POW registration requirements. Should a student in a TDY status arrive with a weapon as well as reservists, etc., the person(s) must complete a weapons registration form and the weapon(s) will be secured in the unit arms room.

(2) All military personnel reporting to the installation will, within five working days of reporting to Fort Jackson, complete and submit to their unit commander, the registration form at Appendix Q. Unit commanders will cause registration forms to be updated annually. The unit commander will forward copy 3 to the Provost Marshal, ATTN: IMSE-JAC-ESP, and will give copy 4 to the individual concerned. Commanders/Supervisors may use the FJ Form 190-11-100, on file to complete the annual requirement to update the registration form. Registrants need to complete only copy 1 of the FJ Form 190-11-100 if they reside off post, and will not introduce any weapons on post, or do not own any weapons.

(3) Civilians employed on the installation through Civil Service, Directorate of Contracting, or an MCA project through the Corps of Engineers, and who desire to introduce a weapon onto the installation will register the weapon(s) at the Provost Marshal Office using FJ Form 190-11-100.

(4) Individuals who are not employed or associated with any activity on the installation and desire to introduce a weapon(s) onto the installation will register the weapon(s) with the Provost Marshal Office prior to bringing them on post.

(5) Exceptions to paragraph, 1, 2, and 3 above are for personnel who enter the reservation for authorized hunting, skeet shooting or practice firing. These personnel will be issued temporary registration at the Heise Pond Hunting and Fishing Center. This temporary registration does not permit possession of the firearm on Fort Jackson for any other purpose.

(6) Persons temporarily residing on this installation for more than three consecutive duty days and who have possession/ownership of a firearm(s) shall register the weapon(s) by 1630 hrs on the first duty day of introducing the firearm(s) on this installation. Registration shall be accomplished at the Police Services Branch of the Provost Marshals Office, utilizing the registration form at Appendix Q.

(7) Persons who register a firearm as required by e(1), (2), or (3) above must notify the Police Services Branch of the Provost Marshals Office within two duty days of the loss, theft, sale or transfer of ownership of the firearm. Military personnel departing the installation by reason of PCS or ETS must clear the registration section prior to departure.

(8) The Provost Marshal shall permanently revoke a person's privilege to register and possess a firearm on this installation for any misconduct involving a firearm, or careless or reckless use of a firearm. The Provost Marshal shall serve notice on the offender requiring removal of the firearm from the installation within 24 hours. The person may appeal the decision of the Provost Marshal in writing within 10 duty days to the OSJA Installation Hearing Officer, ATZJ-SJA, Fort Jackson, South Carolina 29207. The filing of an appeal shall not stay the Provost Marshal's order to remove the firearm from the installation.

f. Storage of Privately Owned Firearms.

(1) Storage of privately owned firearms in the barracks is prohibited. For the purposes of this regulation, "barracks" does not include BOQs or SBEQs.

(2) It is prohibited to store privately owned firearms in BOQs, SBEQs or family quarters unless the firearm is unloaded, ammunition is stored separately from the firearm in a locked container, and one of the following methods for firearms storage is employed: by using a trigger locking device, by storing the firearm in a locked container, by removing the firing pin for the firearm and storing the firing pin in a locked container or by disassembling the firearm and storing the disassembled parts in separate places. For the purposes of this regulation, a "locked container" and a "locking device" mean locked containers and locking devices the keys to which are stored in a place not accessible to persons under 18 years of age.

g. Carrying Weapons/Transporting Weapons.

(1) It is prohibited to carry on one's person any privately owned firearm in a public place on this installation unless participating in an authorized sporting activity or hunting in accordance with applicable regulations.

(2) In addition to the requirements of subparagraph g(1) above, a person under 18 years of age is prohibited from carrying on his or her person a firearm outside the presence of a responsible adult.

(3) Carrying a concealed firearm on one's person, except by military, state and federal law enforcement authorities in the performance of their duties, is prohibited.

(4) It is prohibited to transport in a vehicle, any privately owned firearm except in a manner prescribed by the laws of South Carolina (i.e. secured/locked in a closed glove box, closed console, trunk compartment, or if necessary, affixed/linked to a rack designed to transport long barrel weapons. In the case of a pick-up or sport utility vehicle, the rear compartment, cargo compartment, or behind the seat in a pick-up is acceptable.)

(5) Except for approved/designated hunting areas, it is prohibited to carry on one's person or transport in a vehicle any privately owned firearm within the Weston Lake and/or Twin Lakes Recreational Area.

(6) It is prohibited to keep privately owned weapons in vehicles, even when properly secured, while at work, or while attending to other business on the installation not directly related to authorized shooting activities on the installation, except as follows:

(a) Personnel participating in authorized shooting activities before or after their duty day who must keep their weapon(s) in their vehicles must properly secure any weapon(s) and ammunition and inform their supervisor that weapon(s) are in their vehicles.

(b) Persons participating in authorized shooting activities on the installation, who must conduct other business while on the installation with weapons in their vehicles, must properly secure any weapon(s) and ammunition and confine such other activities to a minimum.

(c) "Properly secured," for the purposes of subparagraphs a and b above, means: All weapons are unloaded and the ammunition is secured in a separate container. Pistols must be secured in a closed glove box, console, or trunk compartment, or, if the vehicle does not have a trunk type compartment, preferably in a separate locked container (e.g., gun case), or in a locked type gun rack.

h. Weapons Other Than Privately Owned Firearms. The possession of the following privately owned weapons or devices is prohibited.

(1) Any knife having a switchblade or automatic blade opener.

(2) Brass knuckles or similar devices.

(3) Blackjacks, saps, nunchukes and similar devices. As exceptions, nunchukes may be possessed for bona fide educational instruction or competition in a recognized martial arts program and may be carried and transported directly to and from educational and competitive martial arts events.

(4) When carried on one's person in an unconcealed manner, knives with blades in excess of three inches in length, except while engaged in authorized hunting, fishing, camping or other outdoor recreational activities, or when required for duty purposes.

(5) When carried on one's person in a concealed manner, knives with blades in excess of three inches, razors and ice picks.

(6) Any type of explosive, pyrotechnic, incendiary fireworks, or chemical designed to injure or disable humans or animals.

i. Resale of Firearms.

(1) The Thrift Shop shall not hold, sell, or engage in any transaction involving firearms, ammunition, or weapons the use of which is governed by this regulation.

(2) Authorized outlets for the sale or transfer of firearms on Fort Jackson must record all transactions on Department of the Treasury, ATF Form 4473 (Firearms Transaction Record). This form will be prepared in four copies and distributed to the seller (original), the purchaser (copy 1), the Provost Marshal (copy 2), and the unit commander (copy 3). The ATF Form 4473 will be retained by the Provost Marshal and the Unit Commander until personnel PCS or ETS from the service.

Page 24, paragraph 4-19, Access Controls. Add subparagraph c and d.

c. Personnel not having complied with paragraph 4-19a above will have an escort. This escort may be the Commander, a commissioned officer (who has been approved in writing by the Commander), or unit personnel listed on the unaccompanied access control roster. This applies to all personnel from brigade, battalion, or other activities at the installation level. Access will only be granted after verification of the individual and his/her purpose has been completed.

d. "Escorted" is interpreted to mean "physically present at all times" while the uncleared personnel are in the arms room. This specifically precludes the escort from being in the supply room or standing outside the arms room door while uncleared personnel are in the arms room.

Page 25, paragraph 5-2, bulk storage areas, add to subparagraph b (4).

Special training aids i.e., AT-4's, Claymore Mines, mock M-16's, 9MM and/or any other weapon type training devices will be secured with double barrier protection, unless in use during a training class.

Page 31, paragraph 6-2, Arms. Add the following to subparagraph b (b) 1:

Serial number inventories are to be conducted monthly and will be recorded either on FJ Form 78 or on an automated printout. If a printout is not received, an inventory is still required and the FJ Form 78 will be used. The monthly inventory requirement is necessary if weapons are available during any portion of the month. If the unit is, "out of cycle," for 30 days or more, a Memorandum for Record will be completed indicating same and retained with the inventories. The receipt that is used when the weapons are received from or turned into the DLE Weapons Pool will be used as one of the inventories; therefore, the person signing for them will not be the armorer and must be in the grade of E-5 or higher or civilian equivalent. The inventories will be kept on file for one year. A joint inventory (physical count) will be conducted by the armorer or persons relinquishing keys and the individual receiving responsibility for the weapons. Names of personnel signing for keys must appear on the unaccompanied access roster. A visual count of all arms and ammunition will be accomplished when the arms room is opened initially for the daily operation. The count will be entered on a DA 2062. The form will be displayed on the wall inside the arms room and will be retained until the next monthly serial number inventory is completed.

Page 36, paragraph 7-15, Movement of AA&E until the next monthly serial number inventory is completed by Unit or Organizational Transportation. Add the following to subparagraph d:

All bulk movement of Category I or II AA&E will be accomplished in an inconspicuous manner (i.e., covered with canvas or within an enclosed vehicle). In order to ensure continuous positive control, category III and IV ammunition will be in the custody of a minimum of two personnel and/or one person with a cell phone or radio to summon assistance in case of an emergency, such as a vehicle breakdown or accident.

Page 39, paragraph 8-2, Incident Reports to Components. Add the following to subparagraph d. After first sentence in paragraph:

In the event of loss, theft, unlawful disposition, inventory shortage or recovery of firearms, ammunition, demolitions, or explosives, the losing (or gaining) unit commander will notify the Military Police immediately upon discovery. Notification will be as complete as possible, but will not be delayed, awaiting complete details of the incident. The losing commander will conduct an immediate detailed search of the company area and/or training area where the items could have been lost. Members of the unit and/or any other personnel in the area will have their movement curtailed until after the search has been completed.

Page 39, paragraph 8-2, Incident Report components. Add subparagraph (8) after d (7)

(8) Serial number checks will be under the direction and guidance of qualified physical security specialist at the scene. The serial number of the missing item (s) will be carried forward on the land receipt until the item (s) is recovered or relief of responsibility reflected. The DA Form 3749 (Equipment Receipt Card) and / or FJ Form 5 will be properly secured by the unit commander for investigative purposes. Disposition of theses forms may be made only after completion of the investigation.

Page 42, Add appendixes L, M, N, O, P, Q AND R

L. SAMPLE MEMORANDUM

M. STANDARDS FOR AA&E SOP

N. INSTRUCTIONS FOR UNIT WEAPONS AND AMMUNITION ISSUE AND TURN-IN
RECORD (FJ FORM 5)

O. INSTRUCTIONS FOR WEAPONS STORAGE KEY CONTROL REGISTERS

P. MONITOR POINT OPERATION

Q. PRIVATELY OWNED WEAPON REGISTRATION

R. STANDARIZED FORT JACKSON WEAPONS IMMERSION OPERATING
PROCEDURES

(IMSE-JAC-ESP)

FOR THE COMMANDER:

OFFICIAL:

/signed/
EDDIE A. STEPHENS, JR.
COL, GS
Garrison Commander

/signed/
PATRICIA KELLY-JOHNSON
Records Management Division

APPENDIX L - SAMPLE MEMORANDUM

IMSE-JAC-ESP (190-14a)

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: INDIVIDUAL RESPONSIBILITIES CONCERNING THE HANDLING OF WEAPONS, AMMUNITION AND EXPLOSIVES

1. No ammunition (live or blank) or explosive device will be taken from a range or training area.
2. You will check your clothing and equipment prior to departing ranges or training areas to ensure no ammunition or explosives are accidentally carried from the range training area.
3. If you discover ammunition or explosives in your possession after departing the range or training area, you will immediately surrender it to your immediate supervisor, NCO or commissioned officer of your unit for disposition.
4. At no time will you place a live or blank round of ammunition in a weapon except on an armed guard post or an authorized firing range or training area, and only then when specific instructions have been given to load the weapon.
5. Once you have signed for your Equipment Receipt Card (DA Form 3749), you are held responsible for the security of the card. If lost mutilated or discovered missing, you will immediately report it to your supervisor.
6. While the weapon is in your possession, the security of the weapon becomes your responsibility. You will keep it in your possession at all times unless given instructions to ground or align the weapon by a commissioned officer/noncommissioned officer (assigned to your unit) who will designate weapons guards.
7. During cleaning and maintenance of your weapon or other weapons, you will keep the weapons under direct observation at all times, especially during the periods when the weapons are disassembled.
8. When designated as weapons guard for grounded and aligned weapons, you will be held responsible for all weapons entrusted to your care. You will not leave or release any of the weapons to anyone unless properly relieved by an authorized person who is assigned to your unit.
9. While on weapons guard, you will not permit anyone to loiter in the area or permit anyone to remove a weapon entrusted to your care, except as directed by a commissioned or noncommissioned officer from your unit.

APPENDIX M - STANDARDS FOR AA&E SOP

1. The following are minimum standards to be included in the Company SOP for AA&E.
 - a. List required officials/positions to be appointed.
 - b. Duties/responsibilities of appointed officials.
 - c. Procedures to be taken when weapons are being transported (i.e. covered, guarded, etc.).
 - d. Procedures for handling weapons of IET soldiers/individuals reporting to sick call/detail.
 - e. Procedures for maintenance of weapons.
 - f. Procedures for issue and turn-in of weapons.
 - g. Requirement for a separate key control SOP.
 - h. Identify and explain unique security requirements/circumstances for each organization.
 - i. Require the SOP to be reviewed and updated annually or any time there is a change in the mission/operation by the commander.
 - j. List required publications/references.
 - k. Procedures for reporting lost, stolen, recovered, and missing weapons.
 - l. Procedures for emergency issue/turn-in of weapons/ammunition to include privately owned weapons.
 - m. Prohibit transportation of military weapons in POVs.
 - n. Lighting requirements.
 - o. When, where, and under what circumstances guards will be assigned.
 - p. Operation, use, and testing of alarm systems.
 - q. Procedures for accountability and issuance of weapons/ammunition.
 - r. No tools, e.g., bolt cutters, in or near the arms room.
2. It is important to remember that SOPs are to be reviewed and updated annually, per item "i" above.

APPENDIX - N

INSTRUCTIONS FOR UNIT WEAPONS AND AMMUNITION ISSUE AND TURN-IN RECORD (FJ FORM - 5)

1. The Unit Weapon and Ammunition Issue and Turn-in Record (FJ Form 5) is an additional means of accounting for weapons and ammunition and will be used in conjunction with the Unit Weapons and Ammunition Inventory Record. This form must be maintained until the next serial numbered inventory.
2. Weapons other than individually assigned weapons will be drawn and signed for by the individual using an appropriate hand receipt and/or FJ Form 5. During actual emergencies, unit commanders may authorize the use of DA Form 3749 (Equipment Receipt Card) or use FJ Form 5.
3. Preparation of the FJ Form 5 is as follows: (see example at page L-3)
 - a. **PERIOD COVERED:** Show the time and date the form was started for the signing out of a weapon and the time and date the last space was used for the signing in of a weapon.
 - b. **TYPE:** The type of weapon will be recorded in this space by either the armorer or person drawing the weapon. He will enter the nomenclature of the type such as rifle, pistol, etc. and caliber of the weapon.
 - c. **SERIAL NUMBER:** The serial number recorded from the weapon will be placed in this space.
 - d. **AMMUNITION OUT:** The quantity of rounds will be recorded in this space.
 - e. **DATE AND TIME-OUT:** The hour and date the weapon is issued will be entered in this space.
 - f. **ISSUE TO (SIGNATURE):** The person drawing the weapon will print their name and place their signature immediately above. The signature must be legible. SSAN is no longer required on FJ Form 5.
 - g. **ISSUED BY (INITIALS):** The armorer issuing the weapon and verifying the identity of the individual, as enumerated in paragraph 2 above, will place their initials in the space after each weapon or ammunition is issued.

4. After the above procedures have been followed, the person drawing the weapon may depart the arms storage area. Weapons will be listed on a one weapon to one person basis only and will be turned in by the person who drew the weapon(s). The only exception to this procedure is when a person becomes incapacitated during training due to illness or injury. In this case, the senior enlisted member present will take charge of the weapon and ensure it is returned.

5. The turn-in procedures will be as follows:

a. **TURN-IN BY (SIGNATURE):** The individual returning the weapon will place their signature in this space.

b. **AMMUNITION-IN:** If ammunition is drawn, the ammunition will be returned and the quantity returned recorded in this space.

c. **DATE AND TIME IN:** The time and date the weapon was returned to the arms storage room will be recorded in this space

d. **CHECK IN BY (SIGNATURE):** The unit armorer will place his/her signature in this Space.

UNIT WEAPON AND AMMUNITION ISSUE AND TURN-IN RECORD						UNIT		PERIOD COVERED	
For use of this Form, see FJ Suppl 1 to AR 190-11; the proposed agency is the Provost Marshal Office						E Co. 1/28th INF REGT		1-30 Jan 02	
ISSUE AND TURN IN OF WEAPONS AND AMMUNITION									
TYPE	SERIAL NUMBER	AMMUNITION		DATE AND TIME		ISSUED TO (Signature and SSN)	ISSUED BY (Initials)	TURNED IN BY (Signature)	CHECKED IN BY (Signature)
		IN	OUT	IN	OUT				
M-16A2	3251859	150	150	5 Jan 02 1700	5 Jan 02 0600	Joe Custodian 123-45-6789	DoR	Joe Custodian	David C. Pope
M-203	A1498	0	0	12 Jan 02 1702	12 Jan 02 0610	John T. Smith 555-22-1111	DoR	John T. Smith	David C. Pope
M-249	5491K	0	0	25 Jan 02 1720	25 Jan 02 0545	Frank Smedley 324-45-0756	DoR	Frank Smedley	David C. Pope
REMARKS: Instructions for filling out this form can be found on page 26 of the Armorer's Guide							Checked By: CPT James L. Jones		
							Signature: James L. Jones		
							Date: 30 Jan 02		

RECOMMENDED METHOD FOR ISSUING WEAPONS

1. The recommended method of issuing weapons indicated below ensures that proper security is maintained during this phase of handling weapons.
2. The regulatory guidance for issuing weapons is listed in paragraph 5-5d, DA Pam 710-2-1. However, there is one area of security that is extremely important: using personnel in the arms room who are either on the unaccompanied access roster or are escorted by someone who is. When accompanied personnel are used to issue weapons, they must be escorted (supervised) at all times while in the arms room. Personnel in basic training status will not be used to issue weapons. It has been determined that when IET soldiers are used they are easily persuaded to violate current security standards. To ensure that proper security techniques are maintained, only permanent party personnel will be used to issue sensitive items.
3. The following method was developed after observing several units issuing procedures:
 - a. Method: The soldier reports to the issue window (The door to the arms room on tank(Hill), sound off with their NAME, and hands the DA Form 3749 (property receipt) to the drill sergeant. The drill sergeant positively identifies the person requesting the weapon and hands the weapons card to the armorer (or assistant) who retrieves the weapon and, after ensuring it is the correct weapon, gives it to the drill sergeant who, in turn, hands it to the soldier.
 - b. There are several variations which may be used depending on how many permanent party personnel are available. One variation would be to use one or two IET personnel between the drill sergeant and the armorer; however, any method, which meets the unit's operational needs, is authorized as long as it does not violate any regulatory requirement, such as the use of IET soldiers to actually issue a weapon.
4. We must not sacrifice security for convenience or because of time alone.

APPENDIX O

INSTRUCTIONS FOR WEAPONS STORAGE KEY CONTROL REGISTERS

1. The weapons storage and key control register is an integral part of weapons security. It is of vital importance that the registers be properly maintained at all times in order to account for the weapons and keys. It is the responsibility of the key/lock custodian (unit commander), first sergeant or designated representative to ensure that this is accomplished by assuring that there is proper custody and handling of keys. The unit commander will conduct on-the-spot checks of the register to determine who has the keys in their possession and check the serial number of these keys against those contained on DA Form 5513-R. In addition, he will also be responsible for immediate replacement of lost, damaged, or unaccounted keys and locks. The commander will ensure that all serial number changes due to replacement of locks or keys are properly annotated on the DA Form 5513-R and that it is properly maintained.

2. Preparation of the key control register, DA form 5513-R, is as follows:

a. **DATES:** This space will be used to record the date this form is initiated and completed.

b. **KEY CONTROL NUMBERS:** The serial number of all keys used in the security of the arms storage room, racks, containers, etc., will be recorded in this space.

c. **KEY ISSUE AND TURN-IN:**

(1) **Key Number:** List the number(s) which are being used or turned in (example: 1-40, 1-32, 1-28, etc).

(2) **Issued:** Issuer will place date and time in this column.

(3) **Issued by:** Issuer will place his signature in this column.

(4) **Issued to:** Person being issued the keys will place his signature in this block.

(5) **Turn-in:** List the date and time key(s) were turned in.

(6) **Received by:** Person receiving the keys will place his signature in this block.

APPENDIX P - MONITOR POINT OPERATION

1. Personnel selected for monitor point duties must be thoroughly knowledgeable of the operation of the Joint Service Interior Intrusion Detection System to include alarm activation, response procedures, and maintenance of the DA Form 4930-R (Alarm Activation/Detection Record).

2. MONITOR POINT OPERATION:

a. There are four sets of lights (visual indicators).

(1) Green - Secure Mode

(2) Amber - Access Mode - Someone is walking in alarmed area or, system is in a test/reset mode.

(3) White - Unit is operating with battery power.

(4) Red – The unit is in an alarm mode and will also emit an audible alarm.

b. Monitor Test Switches:

(1) Lamp Test – When this switch is held up, all lights indicated above will come on. This will let the operator known if any lights are burned out, at which time an entry should be made on the DA form 4930-R and maintenance notified.

(2) Ack. – When alarm is activated, this will silence the audible and acknowledge the alarm.

(3) Reset – After 10-15 seconds, push this switch and if the system is operating correctly, the red light will go out. Regardless, an entry should be made on the DA Form 4930-R, the area checked out by the response personnel, and if all is in order, maintenance personnel contacted IAW this regulation.

NOTE: Alarm system must not be reset until after the area has been checked and the cause determined.

c. Opening Procedures:

(1) Monitor operator receives a phone call from the unit personnel who are going to enter the alarmed area. The individual will identify them and the monitor will confirm that the individual is authorized to enter by checking their name against the unit's access roster. After this has been accomplished, the monitor operator will verify the person is not under duress by use of a prearranged code. This will be part of the Monitor Point SOP.

(2) Reset monitor after procedures above have been completed.

(3) Appropriate entries are made on the DA Form 4930-R after the above is accomplished. Forms must be retained on file for 90 days.

d. Closing Procedures:

(1) Again, as in the opening procedures, the monitor will receive a phone call from the individual who is securing the arms room. Their identity must be confirmed by checking their names against the roster.

(2) Alarm will be placed in the secure mode and the green light must be on prior to the individual departing the arms room area.

(3) Make appropriate entry on the DA Form 4930-R.

3. ADDITIONAL INSTRUCTIONS.

a. Should the alarm activate under circumstances other than normal opening/closing, the monitor must follow the steps in their SOP relating to response personnel. Notification of the Military Police is required.

b. In all cases, appropriate entries must be made on the DA Form 4930-R. Forms must be retained on file for 90 days.

MONTHLY J-SIDS STAY BEHIND TEST

THIS FORM WILL BE USED IN ALL POSTS, CAMPS, AND STATIONS WHERE INTRUSION DETECTION DEVICES ARE USED								
ALARM/INTRUSION DETECTION RECORD <small>For use of the Army, see DA Form 190-54, or DA Form 190-54-1, and DA Form 190-11; the proposed agency is DAERCOM</small>						INSTALLATION/ACTIVITY E Co. 1/28th INF REGT		
LOCATION OF ALARM a	KIND OF ALARM ¹ b	DATE c	TIME REPORTED d	TIME CLEARED e	WEATHER CONDITIONS f	ACTION TAKEN g	EXPLANATION OF NUISANCE/FALSE ALARM ² h	UNIT OF INDIVIDUAL RECEIVING ALARM i
15 JAN 02	J-SIDS STAY BEHIND TEST CONDUCTED BY SPC JONES System OK							
10 FEB 02	J-SIDS STAY BEHIND TEST CONDUCTED BY SPC JONES Motion detector INOP, Repair Requested (Work Order # XX-0020)							
20 MAR 02	J-SIDS STAY BEHIND TEST CONDUCTED BY SPC JONES Door Contact INOP, Repair Requested (Work Order # XX-0035)							
NOTE: DOUBLE UP ON THE LAST THREE LINES AND YOU CAN RECORD TESTS FOR A COMPLETE YEAR (WHICH YOU ARE REQUIRED TO HAVE ON FILE)								

1/Indicate in Column b whether alarm was 1-ACTUAL, 2-NUISANCE, 3-FALSE, 4-TEST.
2/Indicate in Column h what caused the nuisance/false alarm. Use reverse side of form if additional space is needed.

DA FORM 4930-R, SEP 90

J-SHDS ALARMED FACILITY OPENING/CLOSING LOG

THIS FORM WILL BE USED IN ALL POSTS, CAMPS, AND STATIONS WHERE INTRUSION DETECTION DEVICES ARE USED							1st BATTALION MONITOR POINT		
ALARM/INTRUSION DETECTION RECORD <small>For use of DA Form 4930-R, 190-54, DA Form 54-54-1, and DA Form 190-11; the appropriate agency is DA FORM</small>						INSTALLATION/ACTIVITY			
LOCATION a	TYPE OF SIGNAL b	DATE c	FIRE OPEN d	FIRE CLOSE e	REMARKS f	NAME OF CALLER g	EXPLANATION OF NUISANCE/FALSE ALARM h	INDIVIDUAL RECEIVING CALL i	
E/1/28		4 Jan 02	0500	1900		OPEN: SPC OWENS CLOSE: PFC SMITH		OPEN: PVT HILL CLOSE: PV2 WHITE	
B/1/28		4 Jan 02	0510	1935		OPEN: SPC OWENS CLOSE: SPC OWENS		OPEN: PV2 WHITE CLOSE: PVT HILL	
D/1/28		4 Jan 02	0530	1700		OPEN: PFC SMITH CLOSE: SPC OWENS		OPEN: PVT HILL CLOSE: PVT HILL	
A/1/28		4 Jan 02	0600	1920		OPEN: PFC SMITH CLOSE: SPC OWENS		OPEN: PV2 WHITE CLOSE: PV2 WHITE	
C/1/28		4 Jan 02	0630	1530		OPEN: SPC OWENS CLOSE: PFC SMITH		OPEN: PVT HILL CLOSE: PV2 WHITE	
						OPEN: CLOSE:		OPEN: CLOSE:	
						OPEN: CLOSE:		OPEN: CLOSE:	
						OPEN: CLOSE:		OPEN: CLOSE:	
						OPEN: CLOSE:		OPEN: CLOSE:	

1/ Indicate in Column b whether alarm was 1-ACTUAL, 2-NUISANCE, 3-FALSE, 4-TEST.
2/ Indicate in Column h what caused the nuisance/false alarm. Use reverse side of form if additional space is needed.

DA FORM 4930-R, SEP 90

J-SIIDS ALARM ACTIVATION LOG

THIS FORM WILL BE USED IN ALL POSTS, CAMPS, AND STATIONS WHERE INTRUSION DETECTION DEVICES ARE USED								
ALARM/INTRUSION DETECTION RECORD <small>For use of the Army, see AR 190-54, AR 56-5-1, and AR 190-11; for proposed agency, see DARCCH</small>						INSTALLATION/ACTIVITY 1st BATTALION MONITOR POINT		
LOCATION OF ALARM a	KIND OF ALARM ^{1/} b	DATE c	TIME REPORTED d	TIME CLEARED e	WEATHER CONDITIONS f	ACTION TAKEN g	EXPLANATION OF NUISANCE/FALSE ALARM ^{2/} h	UNIT OF INDIVIDUAL RECEIVING ALARM i
E/1/28	2	2 Jan 02	0200	0240	J	DISPATCHED RESPONSE FORCE	WEATHER	FILL-IN
B/1/28	2	2 Jan 02	0415	0450	J	DISPATCHED RESPONSE FORCE	WEATHER	FILL-IN
D/1/28	4	28 Feb 02	1000	1010	G	LOG-MONTHLY STAY-BEHIND TEST	TEST	FILL-IN
A/1/28	2	12 Mar 02	1340	1355	F	DISPATCHED S-2/S-3	WEATHER	FILL-IN
C/1/28	4	28 Mar 02	1405	1415	D	LOG-MONTHLY STAY-BEHIND TEST	TEST	FILL-IN
WEATHER CODES a. Fair f. Raining b. Dry g. Cold c. Cloudy h. Warm d. Wet i. Foggy e. Humid j. Thunder Storm						CAUSE OF ACTIVATION CODES (Kind/Type of Alarm) 1. Actual Alarm (Caused by an Intruder) 2. Nuisance Alarm (Accidental, Weather, Outside interference, etc.) 3. False Alarm (a breakdown or malfunction of the system) 4. Test		
NOTE: THESE CODES ARE LOCATED ON THE BACK OF THE FORM!!								
^{1/} Indicate in Column b whether alarm was 1-ACTUAL, 2-NUISANCE, 3-FALSE, 4-TEST. ^{2/} Indicate in Column h what caused the nuisance/false alarm. Use reverse side of form if additional space is needed.								

DA FORM 4930-R, SEP 90

APPENDIX Q
PRIVATELY OWNED WEAPONS REGISTRATION

MEMORANDUM OF UNDERSTANDING

TO: UNIT COMMANDER/SUPERVISOR FROM: _____
DATE: _____
LAST, FIRST, MI.

4. I understand that all privately owned weapons that are brought on the installation must be registered with my unit commander/supervisor within five working days of assignment/employment. To accomplish this, I must complete FJ Form 190-11-100 and turn it over to my unit commander/supervisor.
4. I further understand that if I sell or trade any weapon that I have registered or I purchase any privately owned weapon after the initial registration, I must record the information with my unit commander/supervisor within three duty days of the transaction.
4. I will comply fully with the requirements pertaining to storage and transporting privately owned weapons as they are published in AR 190-11, Fort Jackson Regulation 190-13, and South Carolina Gun Laws.
4. A copy of this Memorandum of Understanding will be placed in the Unit/Activity files to which I am assigned/employed until my departure from Fort Jackson.

Signature: _____

Grade: _____

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 30, UMC, SEC 3012(g)

PRACTICAL PURPOSE: The information is used to provide unit commanders, supervisors and the Military Police a means of identifying personnel who have privately owned weapons and those who do not.

ROUTINE USES: Information provided is disclosable to members of the Department of Defense if needed in performance of their duty.

DISCLOSURE OF INFORMATION IS MANDATORY: Failure to provide information may result in weapon(s) not being authorized on post.

DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY:

However, failure to provide your SSN will preclude any authorization of having privately owned weapon(s) on post.

Copy 1 – Unit Commander/Supervisor FJ Form 190-11-100, Jan 96

PRIVATELY OWNED WEAPONS REGISTRATION

TO: Unit Commander/Supervisor

Date: _____

A. PERSONAL INFORMATION

1. NAME: _____ 2. GRADE: _____ 3. SSN: _____ - _____ - _____
 (Please print)
 4. ORGANIZATION: _____ 5. SEX: _____ 6. DOB: _____
 7. UIC: _____ 8. HEIGHT: _____ 9. WEIGHT: _____ 10. RACE: _____

B. WEAPONS INFORMATION

<u>TYPE</u>	<u>MODEL</u>	<u>SERIAL#</u>	<u>BARREL LENGTH</u>	<u>CALIBER/ GAUGE</u>	<u>MAKE/ BRAND</u>	<u>LOCATION</u>
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____

C. At the present time, I am not residing on the installation. Neither I, nor any member of my family, will introduce any privately owned weapon(s) onto the post without prior registration with my unit commander/supervisor. _____

(Initial if applicable)

Signature: _____

Grade: _____

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 30, UMC, SEC 3012(g)

PRACTICAL PURPOSE: The information is used to provide unit commanders, supervisors and the Military Police a means of identifying personnel who have privately owned weapons and those who do not.

ROUTINE USES: Information provided is disclosable to members of the Department of Defense if needed in performance of their duty.

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DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY:

However, failure to provide your SSN will preclude any authorization of having privately owned weapon(s) on post.

Copy 2 - Unit Commander/Supervisor FJ Form 190-11-100, Jan 96

PRIVATELY OWNED WEAPONS REGISTRATION

TO: Unit Commander/Supervisor

Date: _____

A. PERSONAL INFORMATION

1. NAME: _____ 2. GRADE: _____ 3. SSN: _____ - _____ - _____
(Please print)

4. ORGANIZATION: _____ 5. SEX: _____ 6. DOB: _____

7. UIC: _____ 8. HEIGHT: _____ 9. WEIGHT: _____ 10. RACE: _____

B. WEAPONS INFORMATION

<u>TYPE</u>	<u>MODEL</u>	<u>SERIAL#</u>	<u>BARREL LENGTH</u>	<u>CALIBER/ GAUGE</u>	<u>MAKE/ BRAND</u>	<u>LOCATION</u>
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____

C. At the present time, I am not residing on the installation. Neither I, nor any member of my family, will introduce any privately owned weapon(s) onto the post without prior registration with my unit commander/supervisor. _____

(Initial if applicable)

Signature: _____

Grade: _____

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 30, UMC, SEC 3012(g)

PRACTICAL PURPOSE: The information is used to provide unit commanders, supervisors and the Military Police a means of identifying personnel who have privately owned weapons and those who do not.

ROUTINE USES: Information provided is disclosable to members of the Department of Defense if needed in performance of their duty.

DISCLOSURE OF INFORMATION IS MANDATORY: Failure to provide information may result in weapon(s) not being authorized on post.

DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY:

However, failure to provide your SSN will preclude any authorization of having privately owned weapon(s) on post.

Copy 3 – Provost Marshal FJ Form 190-11-100, Jan 96

PRIVATELY OWNED WEAPONS REGISTRATION

TO: Unit Commander/Supervisor

Date: _____

A. PERSONAL INFORMATION

1. NAME: _____ 2. GRADE: _____ 3. SSN: _____ - _____ - _____
(Please print)

4. ORGANIZATION: _____ 5. SEX: _____ 6. DOB: _____

7. UIC: _____ 8. HEIGHT: _____ 9. WEIGHT: _____ 10. RACE: _____

B. WEAPONS INFORMATION

<u>TYPE</u>	<u>MODEL</u>	<u>SERIAL#</u>	<u>BARREL LENGTH</u>	<u>CALIBER/ GAUGE</u>	<u>MAKE/ BRAND</u>	<u>LOCATION</u>
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____

C. At the present time, I am not residing on the installation. Neither I, nor any member of my family, will introduce any privately owned weapon(s) onto the post without prior registration with my unit commander/supervisor. _____

(Initial if applicable)

Signature: _____

Grade: _____

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 30, UMC, SEC 3012(g)

PRACTICAL PURPOSE: The information is used to provide unit commanders, supervisors and the Military Police a means of identifying personnel who have privately owned weapons and those who do not.

ROUTINE USES: Information provided is disclosable to members of the Department of Defense if needed in performance of their duty.

DISCLOSURE OF INFORMATION IS MANDATORY: Failure to provide information may result in weapon(s) not being authorized on post.

DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY:

However, failure to provide your SSN will preclude any authorization of having privately owned weapon(s) on post.

Copy 4 – Registrant/Owner FJ Form 190-11-100, Jan 96

APPENDIX R
STANDARDS FOR WEAPONS IMMERSION OPERATION



**DEPARTMENT OF THE ARMY
XD BATTALION, XX TH INFANTRY REGIMENT
FORT JACKSON, SC 29207**

ATZJ-A-0

XX XXXXX XXXX

MEMORANDUM FOR RECORD

SUBJECT: X-XX Weapons Immersion Standard Operating Procedures

1. Effective XX XXXXX XXXX, Xnd Battalion, XXth Infantry Regiment will begin the implementation of a new Weapons Immersion Program. The intent of this new program is to develop ownership and the Warrior Ethos in Soldiers by keeping their personally assigned weapon signed out of the arms room and in their possession 24 hours a day.

2. Reference: This SOP
AR 190-11, as Supplemented
AR 190-13, as Supplemented
AR 710-2
DA Pam 710-2-1
FM 3-19.30

3. Requirements and Policies

a. **A soldier's personal assigned weapon will be directly in the possession of that soldier 24 hours a day, 7 days a week.** The only exceptions to this policy are as follows:

1) Weapons will not go with Soldiers to sick call or other appointments.
2) Soldiers will not take weapons with them when on pass. If there is an overnight pass, or in other situations the Commander may deem necessary, weapons will be returned to the Arms Room.

3) Weapons will not be taken to any Post Chapel, any Post Exchange, any Post Clubs, Moncrief Community Hospital or any other Medical or Dental Facilities, or any Recreational Facilities/Activities. Whenever a Soldier is not with the company main body and outside the X XX th cantonment area, he/she will not have a weapon. In these cases the weapon will be secured until the Soldier/s return to the company training following procedures outlined in (f).

4) Soldiers under a Commander's profile for mental illness will not be allowed to possess a weapon.

5) When in Garrison, Soldiers will lock their weapons in racks within the platoon bay during hours of sleep. Each rack will be positioned so each Soldier can easily identify his weapon from his bunk area. Racks will be chained together and secured to the building structure, using an eye bolt, etc., by the chain and an American Series 200/5200 Lock. At least two (2) guards will be posted with an unimpeded view of all weapons any time/s the weapons are locked/secured in the bay racks and part or all of the Platoon Soldiers are not present in the platoon area. Soldiers will place weapons in weapons racks and the Drill Sergeant will lock the racks immediately prior to troop personal time or when the last Drill Sergeant for that platoon leaves for the day. Weapons will be issued immediately following first call, except Sundays, when the weapon will be in the racks under guard (minimum 2) until 1400.

6) Any Soldier going on leave of any type or leaving the company temporarily (i.e., being admitted to the hospital) will turn in their weapon to the Company Arms Room. This weapon will be stored in the Arms Room until the Soldier returns to duty-see para (f) for normal appointment procedures, sick call, etc. If a Soldier is identified for chapter due to ELS (Entry Level Separation), EPTS (Existed prior to Service), or any other chapter separation, or falls into new start status or any other status that interrupts the normal Basic Training Cycle, the weapon will be returned to the arms room where it may be reassigned as needed or remain in the Arms Room for the duration of the cycle. This would require the Armorer to update the DA Form 2062 to the Drill Sergeant (see para (b) below).

7) The Company Commander reserves the right to suspend or revoke the privilege of any Soldier's right to possess a weapon. Under such circumstances, the weapon will be returned to the Company Arms Room.

8) No weapons will be allowed in the latrine or showers.

9) Soldiers serving meals at ranges will maintain control of their assigned weapon by going to sling arms.

10) The Company Commander must approve all other exceptions to soldiers' possession of arms.

b. At the beginning of each cycle, The Unit Armorer will hand receipt weapons for each platoon to the Senior Drill Sergeant or his alternate on a DA Form 2062. The Drill Sergeant will then issue a weapon to each trainee using the DA Form 3749. A FJ Form 5 will be used to issue trainee/s weapon/s in situation/s where weapons card is mutilated/lost or whenever individual weapons leave company area for more than 24 hours (Victory Forge, etc.). The weapons card must also be used to issue weapons out for over 24 hours. Each trainee must possess his/her weapons card whenever his/her their weapon is placed in the respective rack. Drill Sergeants **MUST** ensure that weapons cards/FJ Form 5's are completed and used as required. FJ Form 5's used in this manner may be destroyed whenever the Monthly Sensitive Items Serial Number Inventory is completed. Drill Sergeants must also maintain a MAL (Manning Authorization List) on the weapons assignment for their platoon and a copy must be provided to/maintained by the Armorer in the Arms Room.

c. Daily at 0600 and 1800, a Weapons Accountability Report will be sent to Battalion Staff Duty. Daily at 1300, a weapons count will be conducted. **Also at lights out, when the Platoon Drill Sergeants have locked all trainee weapons in the racks and all four (4) Platoon Drill Sergeants have turned in the arms rack keys to the Company CQ, the CQ will call the Company Commander and report accountability.** If the CQ cannot reach the Company Commander, report to the First Sergeant or the Executive Officer. Platoon Sergeants will conduct Weekly Serial Number Weapons Inventories and record on DA Form 2062. These inventories will be maintained until completion of the cycle. **If, at ANYTIME, anyone discovers a weapon to be lost, stolen, missing, the person making the discovery will report the loss IMMEDIATELY to the Military Police at EXT 751-7023/3113/3114 and the unit Chain of Command.** All attempts will be made to secure the immediate area and locate the weapon.

d. Fireguards will count weapons on change of guard shift. The departing guards and the oncoming guards will together go to each rack and count the weapons in their bay. They will log this count on a DA 1594, which is to be maintained at the fireguard desk. The CQ will check the log during his regular check to make sure the count is being conducted.

e. All weapons will move with the company to training. A soldier's weapon will either be in his possession, locked in the platoon rack, or for very brief periods (i.e. latrines, showers) be guarded by that soldier's assigned "battle buddy". **Prior to entering barracks, all weapons will be cleared utilizing clearing barrels located in front of each barracks. A clearing barrel will also be positioned at the Company Arms Room and at each entrance to the Unit DFAC. Weapons will be charged three (3) times and cleared using clearing barrels to prevent a negligent discharge.** At no time will a weapon ever be left unsecured/unguarded/unprotected in a platoon bay. Platoon bays will never be left unsecure. All platoon entrances will have a Restricted Area Sign posted and will be designated as a Restricted Area by the Battalion Commander.

f. Soldiers going to sick call or other appointments away from the company training will have their Drill Sergeant lock their weapons in a platoon rack which will move with the company to training and will be under guard at all times. One rack will go to training with each platoon. If there are more than ten (10) soldiers in a platoon going to sick call, platoons may bring an additional rack with lock. If in the back of the truck, there must be at least two soldiers in the cargo area during transport. When soldiers return to training from sick call, a Drill Sergeant from that soldier's platoon will unlock the platoon rack and return the weapon to the soldier. Use the DA Form 2062 verses DA Form 3749 for field issue of weapons as the weapons card would be susceptible to loss due to weather, etc.

g. After locking the racks for their platoon, the last Drill Sergeant on duty for their platoon will turn in the rack keys to the CQ Drill Sergeant and give a count. This will be recorded for chain of custody on a DA form 5513-R. These keys will be secured in an ammo can equipped with an American Series 200/5200 Lock and hasp and chained to the building structure, company safe, eye bolt, etc. located in the immediate possession of the CQ Drill Sergeant AT ALL TIMES. When the first Drill Sergeant for the platoon arrives in the morning, he/she will report first to the CQ Drill Sergeant and receive that platoon's keys. This will again be recorded on the DA form 5513-R. Maintain these key registers on hand until the Arms Room Key Custodian (Primary or Alternate) conducts/records the next complete serial numbered inventory of **ALL** Arms Room Keys (Primary and Alternate Sets). Weapons will be issued to the soldiers at first call.

h. Expended and unexpended ammunition is forbidden in the company area, platoon bays, or in the possession of Cadre or Soldiers outside the designated training area. There will be no tolerance and violations will result in the maximum punishment available to the command. Amnesty Boxes will be located at each company area and must be checked by responsible personnel a minimum of once every other day or more frequently if stated so in the Company Amnesty SOP. It is absolutely imperative that Unit Personnel conduct proper checks of Amnesty Boxes and conduct thorough shake down of trainees after any training that involves ammunition of any type for this operation to be successful/safe.

i. All assigned Unit Personnel are required to complete Weapons Responsibility Statements. Permanent Party Personnel accomplish this immediately upon being assigned and annually during weapons qualification. Trainee Personnel **MUST** accomplish this as part of their in processing **PRIOR** to being assigned their individual weapon. Use platoon rosters for this purpose and have each trainee sign and date the roster beside their names using the responsibility statement signed by the commander as the cover document read to the trainees by their Drill Sergeant. Delete Permanent Party Personnel from the listing as they permanently depart the unit. Line thru and initial/date names of trainees who depart prior to end of cycle. Destroy Responsibility Statement Paperwork on **ALL** trainees at end of the cycle. Maintain completed roster at the Company Arms Room.

j. Proper AA&E Key Control is essential to any Arms Room Operations. The Primary and Alternate AA&E Key Custodian appointed on orders as the custodians for the company must understand that they are still responsible for ensuring proper key control IAW para 3-8, AR 190-11.

k. The complete set of Primary and Alternate AA&E Keys, including both J-SIIDS keys and all three (3) keys to all High Security Locks, Primary Arms Room Door and on ASP (Ammunition Supply Point) Bunkers, assigned to the company must be properly recorded/controlled/inventoried. This means that in addition to the primary registers, sub-registers must be generated at the beginning of each cycle assigning each platoon their keys for the racks/chains they will maintain for the cycle.

l. Local Records Checks must be completed utilizing the DA Form 7281-R on all Permanent Party Personnel assigned to the company prior to these Soldiers having access to weapons and AA&E keys, having Unaccompanied Access to the Company Arms Room or performing CQ Duties. However, Unaccompanied Access to the Company Arms Room will still need to be limited to the least number of Soldiers required to operate the Arms Room.

4. Commander's Intent

- m. Soldiers will maintain accountability of their weapons.
- n. Soldiers will be in direct possession of their weapon (in their hands) the maximum time possible under the above guidelines.
- o. Drill Sergeants will maintain 100% accountability of their platoon weapons.
- p. Soldiers will develop a sense of ownership for their weapon and the weapon becomes a tool to develop the Warrior Ethos in our Soldiers.
- q. Safety first!
- r. POC for this memorandum is the undersigned at XXX-XXX-XXXX.

JOHN H. SMITH
CPT, IN
S3 X-XX